UNITED STATES CITIZENS DEFENSE CORPS

WHO CAN JOIN
HOW TO JOIN
QUALIFICATIONS

SCOPE OF
DUTIES
INSIGNIA
EQUIPMENT

COORDINATION OF GROUPS

U. S. Citizens Defense Corps

Who Should Join.—All able-bodied, responsible persons in the community—men and women, housewives, laborers business and professional people—for the mutual protection of all Boys and girls and elderly people too, have work to do The program is broad the tasks are many, the time is now!

For percentages of workers per thousand population .. See pages 3–29

How to Join.—All persons should visit and offer their services to the local "Civilian Defense Volunteer Office" or if it has not yet been established direct to the local Civilian Defense Council If neither organization is available, patriotic residents should call upon their mayor and discuss the need for organization

Qualifications for membership require enrollment, physical and mental aptitude recognition of obligation to study duties, take required training courses and subsequently attend periodical group practice See pages 3–28

Physical requirements See page 38

Schools and Training should be organized locally and all members of each group are expected to study and attend training courses See page 35

Recommended training pamphlets See pages 3–28

Sample certificate of training. See page 36

Duties are numerous —A separate group is assigned to each classification of duty See pages 3–28

Insignia have been designed to distinguish each group or branch Arm bands and cloth and metal ornaments for uniforms or civilian dress are permitted only for enrolled workers who have satisfactorily *completed training courses*

For descriptions of insignia . . . See pages 29 30 31

For methods of purchase .. .. .. See page 32

Equipment varies according to duties of different groups for suggestions see chart Page 33

Coordination of Groups.—See chart of 'Civilian Protection Organization for a Municipality Page 34

Periodical combined group practice .. .. .. See page 37

Basic Insigne

This basic insigne represents *all* civilian defense. Its use in any official form (except on flags or banners) is confined to enrolled civilian defense workers who have successfully completed prescribed training courses. Only such qualified persons may wear it in any "official" manner.

It is for all uniform collar and cap ornaments (except Nurses' Aides)—enameled on metal or embroidered on cloth—on automobile plates on flags and banners—on civilian-dress lapel buttons. On steel or fire helmets it can be stenciled, front center.

When superimposed on the letters "U. S." it becomes the Federal Staff Insigne.

When shown immediately above a State designation it becomes the State (or local organization therein) Staff Insigne.

On arm bands it is used only in the staff combinations as above.

On uniform sleeve insigne it is used only in the staff combinations as above.

On civilian-dress lapel buttons it can be worn in the staff combinations above—

By respective staff members or alone with no U. S. or State designations by all enrolled certified C. D. workers.

On uniform collar and cap ornaments it is to be worn *alone* with no Federal or State designations.

On flags for headquarters and official automobiles it can be used "officially" with stars or pyramids appropriate to the rank of the commander of the headquarters or owner of the car.

On flags and banners used for display only, it can be used alone as shown on the cover of this booklet. There is no restriction on use in this manner by any persons.

It is protected by U. S. Letters Patent D–129,797.

See page 32 for methods of purchase.

Staff Corps

Personnel.—Men and women should be "executive type—dependable, capable of long hours in emergencies

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4	2	0

Duties.—A. Command
B Workers—typing, records switchboard, general office duties

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	3	2	5	2

Periodical Group Practice.—Individual workers must be *trained* groups must be *organized*, groups must practice as *groups* This is particularly true of staff corps Certain emergencies might call for service of only a few not all of the different groups but the staff corps goes into action on *all* calls

Minimum staff corps practice should consist of—*Hours*—2. *Period*—Weekly. This schedule should be continued during the entire period of the national emergency

Recommended Training Pamphlets.—Staff corps should familiarize themselves with all pamphlets described in following pages so that they can coordinate and direct, with understanding, the work of all groups Of special significance is the "Staff Manual"

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only

Restrictions for Wear.—Only enrolled staff members and workers who have successfully completed training courses listed above may wear insignia on uniforms arm bands, civilian-dress lapel buttons or in any "official" manner Such persons must be officers of or workers on the staffs of—

The Office of Civilian Defense Washington, D C
Civilian Defense Regional Directors
} For "U S" staff insigne

The various State Civilian Defense Councils
The various local Civilian Defense Councils
} For State staff insigne

This insigne is protected by U S Letters Patent D-129,812

See page 32 for methods of purchase.

Drivers Corps

Personnel.—Men and women—experienced drivers—good vision.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
	5	

Duties.—Persons willing to offer their cars as well as their own time are required. Women are often enrolled for this work. Organization by sectional groups, with a Coordinator of Transportation in control, is suggested. Cars and drivers are assigned by the Coordinator to First Aid Squads, Casualty Stations, Control and Message Centers, and to the Staff of the Local Defense Coordinator. Instruction in driving under blackout and other air raid conditions is necessary.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	5	5	2

Periodical Group Practice.—Individual workers must be *trained* as above: Groups must be *organized* groups must practice as *groups*. The Drivers Corps should meet at least twice a month if not called more often. *Hours*—2. *Periods*—bimonthly.

They should make emergency parking arrangements—securing trucks assigned to them, driving and parking in groups, etc.

Recommended Training Pamphlets.—"Blackouts," "A Training Guide for Emergency Drivers," "Handbook for Emergency Drivers," "Protection Against Gas," "Handbook of First Aid."

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

DRIVERS CORPS

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Drivers Corps" may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner.

This insignia is protected by U. S. Letters Patent D–129,808.

See page 32 for methods of purchase.

Messengers

Personnel.—Young women—boys and girls (15 to 21 years)—should be able to ride bicycle or motorcycle.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
1	1	6

Duties.—A reliable and efficient messenger group is vital to organization for civilian defense. Messengers are assigned to Air Raid Warden posts, to Control and Message Centers to hospitals and First Aid posts, to fire stations, and police precincts. Under a rain of bombs other communications may break down, but the messenger will somehow get the message through.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	3	2	5	2

Periodical Group Practice.—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. This is particularly true of messengers. Messengers should practice assembling at call at different points—relaying messages—reporting verbal messages. Minimum messengers' practice should consist of—*Hours*—2 *Period*—Bimonthly.

Recommended Training Pamphlets.—"Protection Against Gas," "Fire Protection," "First Aid in Prevention and Treatment of Chemical Casualties," "Blackouts."

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Messengers" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

MESSENGERS

This insigne is protected by U. S. Letters Patent D-129,306.
See page 32 for methods of purchase.

Rescue Squads

Personnel.—Men—husky, resourceful, fearless.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
2		

Duties.—Air attacks provide special problems. Such responsibilities fall upon the Public Works, Fire and other appropriate municipal departments. Rescue Squads must be organized to supplement these organizations, to rescue persons trapped in debris, and to shut off broken gas, electric, and water lines. Each squad consists of about 10 men, equipped with suitable protective clothing and the necessary tools and equipment for shoring up, tunneling and minor demolition work and for rendering emergency first aid.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours	20	10	5	5	2

Periodical Group Practice.—Individual workers must be *trained* groups must be *organized*, groups must practice as *groups*. Group Rescue Squad practice including assembly at designated points with equipment, should be on the following minimum schedule *Hours*—2 *Periods*—Weekly.

Recommended Training Pamphlets.—"A Training Course for Rescue Squads," A Handbook for Rescue Squads Fire Protection, "Protection Against Gas "Handbook of First Aid"

Types of Insignia.—Arm bands uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Rescue Squads" may wear this insigne on uniforms arm bands, civilian-dress lapel buttons, or in any "official" manner

This insigne is protected by U. S. Letters Patent D–129,800.

See page 32 for methods of purchase.

RESCUE SQUAD

Auxiliary Police

Personnel.—Men—strong good discipline capable of commanding respect May be enrolled direct by Police Department.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4		

Duties.—Police functions in which volunteers assist include (1) Enforcement of emergency restrictions on lighting and prohibitions on trespassing. (2) guarding of docks, bridges, and factories to prevent sabotage (3) traffic duty to facilitate movement of essential vehicles, (4) prevention of looting of partially demolished shops and homes, (5) assistance to air raid protection services before, during and after a raid—assist police, enforce blackout special guards traffic control

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours.	10	3	5	5	5

Periodical Group Practice.—Individual workers must be *trained*, groups must be *organized* groups must practice as groups Group practice for Auxiliary Police, carried out under direction of local Police Chief and graduates of Training Schools should be scheduled on the following minimum basis *Hours*—2· *Period*—Weekly.

Recommended Training Pamphlets.—"Blackouts "Protection Against Gas," "Fire Protection. First Aid in Prevention and Treatment of Chemical Casualties" "A Training Course for Auxiliary Police," ' Handbook for Auxiliary Police "

Types of Insignia.—Arm bands uniform sleeve insignia collar and cap ornaments and civilian-dress lapel buttons only

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Auxiliary Police may wear this insigne on uniforms, arm bands civilian-dress lapel buttons or in any "official" manner

AUXILIARY POLICE

This insigne is protected by U S Letters Patent D–129 803

See page 32 for methods of purchase.

MB REMOVAL
SQUAD

Bomb Squads

Personnel.—Men, usually selected from regular police for their special knowledge and training. May be enrolled direct by Police Department.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youth

Duties.—Some of the bombs dropped in a modern air attack may fail to explode or may have delayed-action fuses. They must be removed at once to a place where they may be exploded without harm. Since this work requires an unusual degree of knowledge, skill, and devotion, it usually falls to a small group of picked men of the regular police force who have been carefully trained for this dangerous work.

School and Training Courses Required—

	First Aid	*Fire Defense*	*Gas Defense*	*General*	*Drill*
Hours	10	0	2	5	2

Periodical Group Practice.—Individual workers must be *trained* groups must be *organized* groups must practice as *groups*. Bomb Squads group practice under direction of Police Chief and training school graduates should be thoroughly coordinated with assembling of equipment, trucks, etc.

Minimum time required for group practice: *Hours*—2 *Period*—Monthly.

Recommended Training Pamphlets.—"Protection Against Gas." "First Aid in Prevention and Treatment of Chemical Casualties." "A Training Course for Bomb Squads." "Handbook for Bomb Squads," "Blackouts."

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Bomb Squads" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

BOMB SQUADS

This insigne is protected by U. S. Letters Patent D–129,799.

See page 32 for methods of purchase.

Air Raid Wardens

Personnel.—Men and women—natural leaders who inspire confidence.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
6	2	

Duties.—The Air Raid Wardens are to many people the personal representatives of Civilian Defense. They are not policemen and do not have police powers, but usually function as part of the police force and with its help

An Air Raid Warden's post is organized to serve a unit of 500 people It is accessible and plainly marked Since at least one person is always on duty, four Air Raid Wardens usually are assigned to each post.

The Air Raid Warden's duties include: (1) Observing lights showing during a blackout and warning occupants of the building, (2) directing persons in the streets to shelter, (3) reporting to the Control Center any fallen bombs, (4) reporting fires to the Control Center and assisting in fighting incendiary bombs as soon as they fall (5) detecting and reporting to the Control Center the presence of gas; (6) administering elementary first aid, (7) assisting victims in damaged buildings, (8) to set an example of cool efficiency under all conditions

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours	10	3	5	5	2

Recommended Training Pamphlets.—"Blackouts" "Protection Against Gas," "Fire Protection," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Air Raid Wardens" "A Handbook for Air Raid Wardens"

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Air Raid Wardens" may wear this insigne on uniforms arm bands, civilian-dress lapel buttons or in any "official" manner

AIR RAID WARDEN

This insigne is protected by U S Letters Patent D–129,801.

See page 32 for methods of purchase

Auxiliary Firemen

Personnel.—Men—strong agile, good endurance, courageous May be enrolled direct by Fire Department

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4		

Duties.—Since fire is one of the greatest threats in air attack, augmentation of the regular fire-fighting forces is necessary. A practical plan, used in Britain and already under way in a number of American cities is the establishment of three auxiliary fire stations around each existing engine company. One officer or first-grade fireman is placed in charge of each auxiliary fire station and up to 30 enrolled volunteers, assigned on the platoon system are allotted to each such station.

Their duties are similar to those of the regular fire-fighting forces—laying hose relays, operating small pumpers and assisting the regular fire forces. They should equip themselves with suitable protective clothing similar to that worn by the regular forces.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	10	2	5	5

Periodical Group Practice.—Individual workers must be *trained* groups must be *organized* groups must practice as *groups* Auxiliary Fire Group practice is carried out under instruction of Fire Chief and graduates Local schools should be carefully coordinated with work of the regular fire department.

Minimum time considered necessary practice *Hours*—2 *Periods*—Weekly

Recommended Training Pamphlets.—"Fire Series No. 1." "Protection Against Gas" "Fire Protection, "A Training Course for Auxiliary Firemen "Handbook for Auxiliary Firemen.

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Auxiliary Firemen" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner

AUXILIARY FIRE CORPS

This insigne is protected by U S Letters Patent D-129,802.

See page 32 for methods of purchase

Fire Watchers

Personnel.—Men—alert, keen, fast reflexes age not over-important May be enrolled direct by fire department

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
10		

Duties.—The menace of the fire bomb calls for unceasing vigilance and prompt intelligent action Fighting incendiary bombs as they fall is a duty in which all able-bodied citizens need training

After the Fire Department has trained its own auxiliary forces, it instructs citizens in the area under each Air Raid Warden's post, in the method of fighting fire bombs. The Air Raid Warden of each post then selects and enrolls the most alert and suitable persons to act as Fire Watchers During an air raid alarm, the Watchers take up posts on roofs in doorways, and at other vantage points in order to spot and reach fallen bombs quickly

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours	0	3	2	5	2

Recommended Training Pamphlets.—"Protection Against Gas, "Fire Protection Handbook for Fire Watchers," Blackouts

Types of Insignia.—Arm bands uniform sleeve insignia collar and cap ornaments, and civilian-dress lapel button only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Fire Watchers may wear this insigne on uniforms arm bands civilian-dress lapel buttons or in any "official" manner

FIRE WATCHER

This insigne is protected by U S Letters Patent D–129,807.

See page 32 for methods of purchase.

Demolition and Clearance Crews

Personnel.—Men—husky, dependable.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
2		

Duties.—After an air raid, streets may be filled with rubble, walls of partially demolished buildings may tilt dangerously, and streets may be blocked by bomb craters. Husky crews of enrolled volunteers, added to existing clearance forces, remove rubble from the streets and fill craters made by bombs or broken pavements. They are provided with equipment to raze unsafe walls and buildings. These crews operate ordinarily under the Public Works Department.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	0	3	2	5	2

Periodical Group Practice.—Individual workers must be *trained*, groups must be *organized* groups must practice as *groups*. Group practice should be particularized on system and working control under adverse conditions, gas, noise, etc.

Minimum time for group practice should be—*Hours*—2. *Period*—Bimonthly.

Recommended Training Pamphlets.—"Protection Against Gas" "Fire Protection, "A Training Course for Demolition and Clearance Crews, "Handbook for Demolition and Clearance Crews."

Types of Insignia.—Arm bands uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Demolition and Clearance Crews" may wear this insigne on uniforms, arm bands, civilian dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D–129 804.

See page 32 for methods of purchase.

DEMOLITION CREW

Road Repair Crews

Personnel.—Men—husky, capable heavy work, long hours

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
2		

Duties.—Street or Road Repair Crews, augmented by civilian volunteers, restore normal flow of traffic as rapidly as possible after an air raid. These crews operate ordinarily under the Street or Public Works Department following up the rough clearance of the demolition crews. They smooth the road surfaces, repave with available material and restore road markings, fill holes, apply top dressing.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Duty
Hours	0	3	2	5	2

Recommended Training Pamphlets.—"Fire Protection," "Protection Against Gas," "A Training Course for Demolition and Clearance Crews," and "Road Repair Crews."

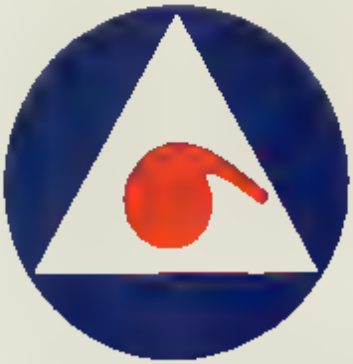
Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Road Repair Crews" may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insignia is protected by U. S. Letters Patent D-129,805.

See page 32 for methods of purchase.

ROAD REPAIR CREW



Decontamination Squads

Personnel.—Men—sturdy, dependable, age not over-important.

Percentages of Workers Necessary per 1,000 of Population—

Men	*Women*	*Youths*
1		

Duties.—The possibility that an attacking enemy may use war gas makes a Decontamination Squad necessary. Provision must be made for special treatment of clothing and equipment and also for chemical neutralization of streets and walls contaminated by the persistent liquids known as "blister gases" or vesicants. Specialized training and equipment are needed for this work. Instructors for the local defense organization receive training at Civilian Defense schools conducted by the War Department. The Health Department is particularly concerned with decontamination work.

School and Training Courses Required—

	First Aid	*Fire Defense*	*Gas Defense*	*General*	*Drill*
Hours.	10	0	5	5	2

Periodical Group Practice.—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Decontamination Squads group practice is important to team work between its different members in handling chemicals, controlling, loading equipment, etc.

Minimum practice time required. *Hours*—2. *Periods*—Bimonthly.

Recommended Training Pamphlets.—"Protection Against Gas," "First Aid in Prevention and Treatment of Chemical Casualties," "A Training Course for Decontamination Squads," "Handbook for Decontamination Squads."

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Decontamination Squads" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insigne is protected by U. S. Letters Patent D-120,810.

See page 32 for methods of purchase.

DECONTAMINATION SQUADS

Emergency Food and Housing Corps

Personnel.—Men and women—strong, capable, long hours, sympathetic.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
	1	

Duties.—Food and shelter must be provided for those whose homes have been damaged or destroyed by air raid or other disaster. Usually the Welfare Department has general responsibility for coordinating such emergency services. It is assisted by enrolled personnel and private organizations equipped to render assistance.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	3	5	20

Periodical Group Practice.—Individual workers must be *trained*; groups must be *organized*; groups must practice as groups. Emergency Food and Housing Corps require concentrated practice until proficient as teams of menu planners, purchasers, cooks, driers, washers, etc.

Minimum time should be—*Hours*—3. *Period*—Bimonthly.

Recommended Training Pamphlets.—"First Aid in Prevention and Treatment of Chemical Casualties." "Protection Against Gas." "Red Cross Canteen Course."

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Emergency Food and Housing Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any official manner.

EMERGENCY FOOD AND HOUSING

This insigne is protected by U. S. Letters Patent D-129,809.

See page 32 for methods of purchase.

The Medical Corps

Personnel.—Doctors, nurses, nurses aides or orderlies.

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
1	2	

Duties.—In the event of an air raid or any other disaster the emergency care of the injured will be the responsibility of Emergency Medical Field Units. These Field Units are organized by hospitals and are composed of squads of physicians, nurses, and nursing auxiliaries. Upon receiving orders from the Control Center, a medical squad or squads will proceed to the scene of the disaster and will set up a Casualty Station at a designated site. When necessary, a team of one or more physicians, nurses, and nurses' aides may be dispatched from the Casualty Station to establish an advanced First Aid post close to the site of disaster.

The insigne will be the Caduceus on the basic OCD design.

School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours	10	0	2	5	2

Recommended Training Pamphlets.—"Protection Against Gas," Handbook of First Aid, "Textbook of First Aid" American Red Cross.

Types of Insignia.—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Medical Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

MEDICAL CORPS

This insigne is protected by U. S. Letters Patent D–129,811.

See page 32 for methods of purchase.

Nurses' Aides Corps

Personnel.—Women, intelligent, physically strong

Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
	6	

Duties.—Volunteer Nurses' Aides are intended to assist the nurse so that she may be able to serve a greater number of patients. Special training by the American Red Cross is necessary before women volunteers can serve in this field. Upon completion of this course of training, which has been prepared by the Office of Civilian Defense in collaboration with the American National Red Cross, Volunteer Nurses' Aides will become eligible to assist nurses in wards and out-patient clinics of hospitals, public health services, and will be assigned to Emergency Medical Field Units for duty in Casualty Stations and First Aid Posts.

School and Training Courses Required—

	Home Nurse Red Cross	First Aid	Gas Defense	General	Drill
Hours	80	20	2	5	2

Recommended Training Pamphlets.—"Protection Against Gas," "A Training Guide for Nurses' Aides," "Handbook of First Aid," "Textbook of First Aid," American Red Cross, and special pamphlets from American Red Cross.

Types of Insignia.—Sleeve and cap insignia, embroidered cloth only. Nurses' Aides who are members of Emergency Medical Field Units may wear the Caduceus symbol of Civilian Defense.

Restrictions for Wear.—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Nurses' Aides Corps" may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner.

NURSES' AIDES CORPS

This insigne is protected by U. S. Letters Patent D-129,798. Purchase of all Nurses' Aides insignia and uniforms is to be made through the American Red Cross.

Specifications for Insignia of Civilian Defense

Arm Band Specifications.—Durable, washable white cloth bands, 5 inches deep and 18 inches long. Insignia in center of band 4 inches in diameter. Embroidered in two colors, blue and red on the white or die cut felt, stitched or permanently adhered. All insignia except basic "CD" are included for arm bands. State and Local Staff Corps arm bands differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," 4 inches in diameter, is to be attached to the arm band at the top edge, center. Initials, or State abbreviations such as S C for South Carolina, or Mass. for Massachusetts are to appear below the basic "CD" insigne, such letters running in a horizontal line on the arm band. State designations are required only on the basic "CD" insigne for exclusive Staff Corps use. State designations may be applied on all other designs where State Defense Councils so decide but are not required by O. C. D.

Uniform Sleeve Insignia.—Same as arm bands except without white band. Should be sewn on upper left sleeve one inch below seam of coat. All insignia except basic "CD" are included in arm bands. State and local Staff Corps insignia differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," 4 inches in diameter, is to be supplemented with State initials or abbreviations *below* the basic insigne. The letters should be in a horizontal line centered below the bottom edge of the circle of the basic insigne. State designations are required only on the basic "CD" insigne for exclusive Staff Corps use. State designations may be applied on all other designs where State Defense Councils so decide but are not required by O. C. D.

Collar and Cap Embroidered Ornaments.—One and one-fourth inches in diameter. Embroidered in red, white and blue. Stitched or rolled edges. Only basic "CD" insignia to be worn as collar and cap ornaments. Collar ornaments to be worn on both lapels on uniforms. No State designations are to be added to uniform collar and cap ornaments. (This is to prevent confusion with the State staff insigne.)

Collar and Cap Metal Ornaments.—Same size and specifications as "Collar and Cap Embroidered Ornaments." Enameled in red, white, and blue. Three coats each color, hard fired.

Civilian-Dress Lapel Buttons.—Metal, one-half inch in diameter. Other specifications same as metal and collar and cap ornaments—all insignia include in civilian-dress lapel buttons, example, "Nurses Aide." State and Local Staff Corps buttons differ from the foregoing as follows: The basic "CD" insigne, not including "U. S.," one-half inch in diameter, is to be supplemented by State initials or abbreviations below the basic insigne; the letters should be in a horizontal line, centered below the bottom edge of the circle of the basic insigne. This should be on a separate piece of metal attached in the same manner, as '40 and 8, pendants are attached to the American Legion button. States desiring to add State designations may do so on all insignia except the basic "CD." (This will prevent confusion with the State staff insigne.)

Automobile Stickers and Plates.—The use of Civilian Defense emblems on automobiles is restricted to cars and trucks employed in the work of Civilian Defense. Emblems may be painted or made of enameled metal. None should be smaller than 4 inches nor greater

than 12 inches in diameter. Uniform size should be maintained in any group or command Automobile plates can be fixed in any convenient spot on automobiles or trucks Only the basic "CD will be used State designations are not permitted. (This would cause confusion with staff insigne)

Flags should be of standard grade wool bunting Basic insigne and insignia of rank can be embroidered or sewn on in official colors. The use of the basic emblem of Civilian Defense on flags or banners for display is not restricted when used by itself. The use of group insignia is restricted to appropriate use by groups. State designations shall not be added to the basic insigne in any way that would cause the latter to be confused with the State staff insigne

Insignia of Rank.—The following insignia of rank are authorized for wear on uniforms or for display on flags

Four gold stars	U S Director of Civilian Defense
Three gold stars	Regional Director of Civilian Defense, or principal Assistants to U S. Director.
Two gold stars	State U S Coordinator of Civilian Defense
One gold star	Local U. S Coordinator of Civilian Defense
Three silver pyramids	Chief of Service, Local or State (Fire, Police, etc)
Two silver pyramids	Chief of Local Group (Wardens, etc.)
One silver pyramid	Captain of Wardens Assistant to Chief, Zone Leader
Three black triangles	Section Leader
Two black triangles	Squad Leader.
One black triangle	Worker, training satisfactorily completed (i e Worker, First Class)

Insignia of rank, gold stars or silver pyramids, should be sewn or pinned on both sleeves starting 4 inches up from bottom of cuff and placed in a vertical line at intervals of 1 inch Black triangles should be sewn or pinned in a horizontal line at intervals of 1 inch directly below the insignia on arm bands or on uniform sleeve insignia On uniforms above are to be worn on both sleeves Pyramids are to be of a size to fit within a five-eighths-inch circle Stars are to be five-pointed and must fit within a one-half-inch circle.

Insignia of rank—embroidered

Stars, gold silk pyramids, silver silk, triangles, black silk

Insignia of rank—celluloid

Stars gold on black background, pyramids, silver on black background triangles black on white background.

On flags using the basic emblem, stars are authorized only for the use of identification of corresponding rank

All above insignia are restricted in use to those enrolled trained civilian defense workers entitled to use the respective insignia by their enrollment and successful completion of prescribed training courses with the exception of banners bearing the basic "CD " insignia which may be purchased and used for display by anybody *

* Also accepted are novelties of an unofficial, non-uniform character such as cigarette cases and handkerchiefs Licenses may be issued to manufacturers of such novelties after submission of samples and approval by the Office of Civilian Defense.

RANK DESIGNATION	▲	▲▲	▲▲▲	△	△△	△△△	★	★★	★★★	★★★★
AIR RAID WARDEN										
AUXILIARY FIREMEN										
AUXILIARY POLICEMEN										
BOMB SQUADS										
RESCUE SQUADS										
MEDICAL FIELD UNITS										
MEDICAL AUXILIARIES (Including Nurses)										
NURSES' AIDES										
EMERGENCY FOOD AND HOUSING										
DRIVERS UNITS										
MESSENGERS										
HOME REPAIR CREWS										
DEMOLITION AND CLEAR										
DECONTAMINATION SQUADS										
FIRE WATCHERS										
REPAIR CREWS										
LOCAL STAFF										
STATE STAFF										
U S STAFF										
EQUIVALENT ARMY TERM										

Method of Purchasing Official Civilian Defense Insignia

1. All designs of insignia have been patented by the Office of Civilian Defense to prevent their use by unauthorized persons

Insignia that are available—cloth arm bands, cloth sleeve insignia for uniforms, embroidered cloth or metal uniform collar and cap emblems, embroidered and celluloid insignia of rank, metal civilian-dress lapel buttons automobile insignia plates. (See "specifications" p 29)

2. Persons entitled to use insignia

Only enrolled civilian defense workers who have satisfactorily completed prescribed training courses and paid employees

3. Who can purchase insignia.

Responsible officers of State Defense Councils for the local Defense Councils within their respective States

4. Who must approve orders

Regional civilian defense directors (They may delegate this power to State Defense Councils)

5. From whom insignia can be purchased

Only manufacturers licensed by the Office of Civilian Defense. None will be sold in retail stores

6. Prices do not depend on quantity purchased

Manufacturers are licensed to sell only at the listed prices. This insures equality on all orders both large and small

7. Sources of funds:

No Federal funds are available at this time for purchase of insignia State and local councils must collect the money from their members or other sources if the State and local councils do not provide same

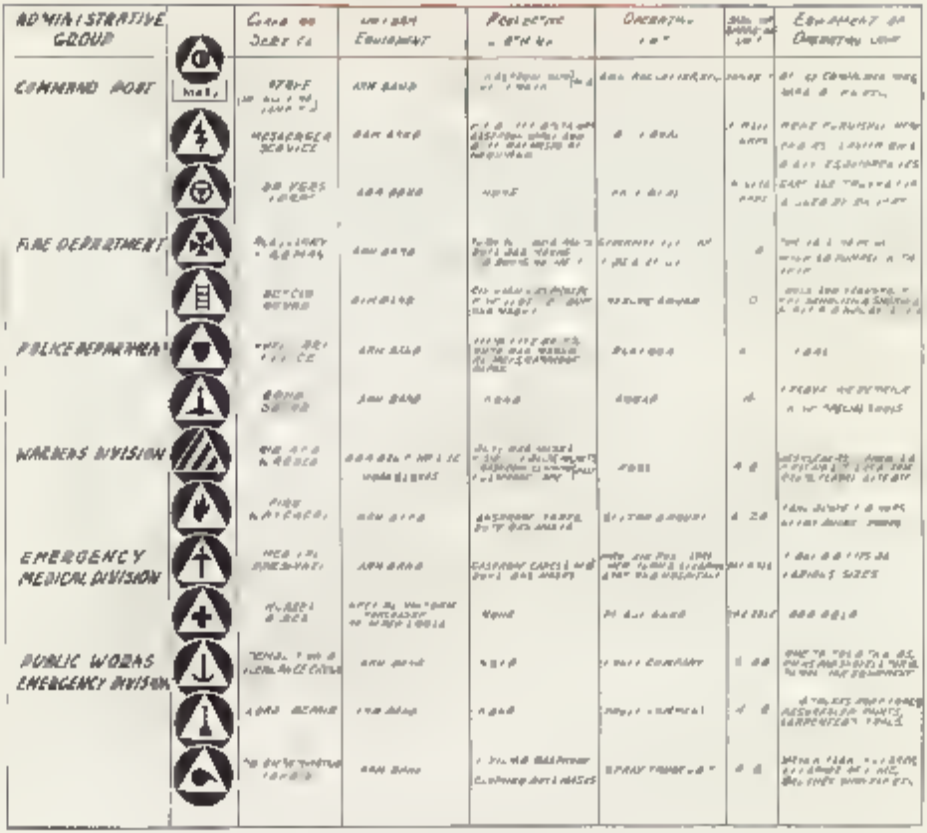
8. Government "jewelry tax of 10%" on metal insignia:

This is not finally settled The manufacturers are discussing the problem with the Internal Revenue Department. If the tax is payable it must be added to the prices quoted in attached list An opinion has been requested by the OCD

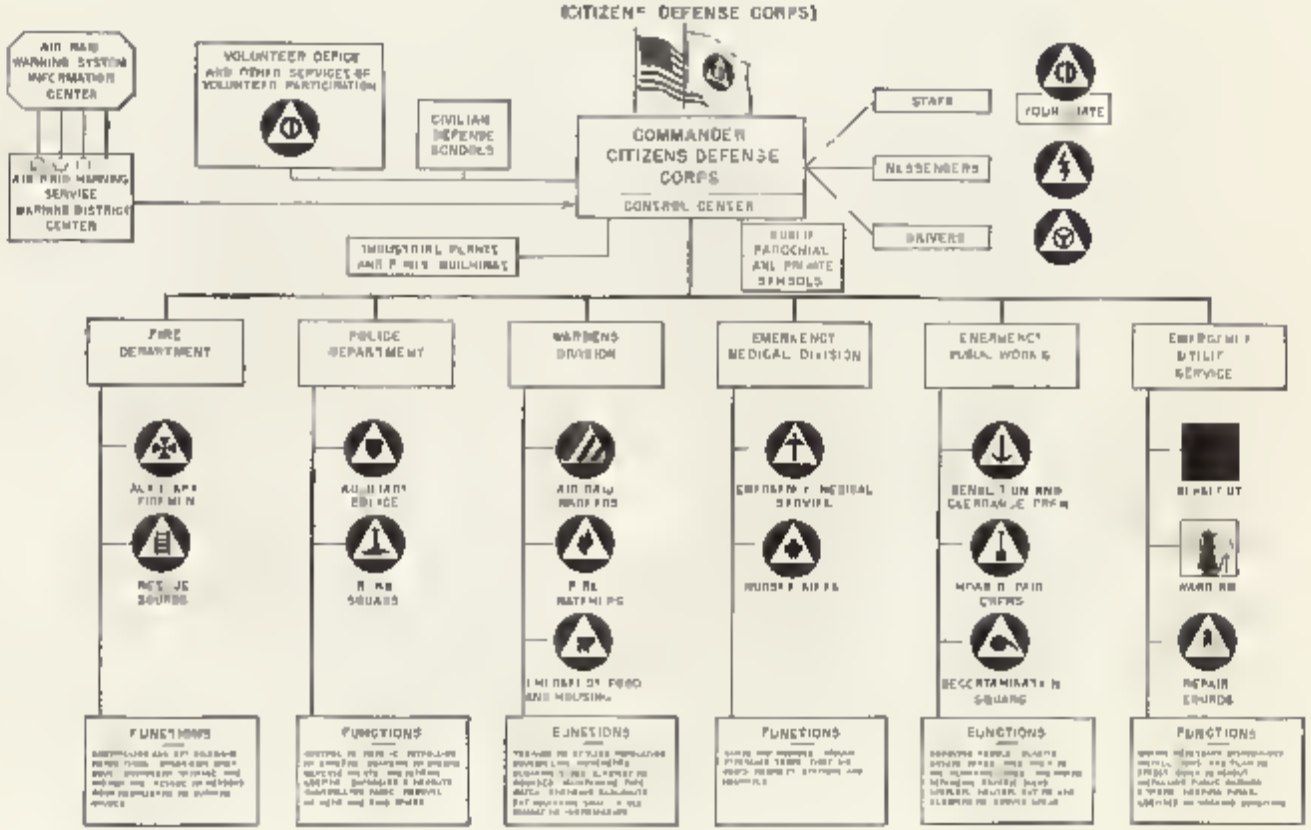
9. State defense councils will keep records showing totals of all insignia purchased and the manufacturers from whom they were purchased. This report is to be made available on request to the Office of Civilian Defense Insigna Unit. Dupont Circle Building, Washington D C

10. FOR DETAIL PROCEDURE ON ORDERING CONSULT STATE CIVILIAN DEFENSE COUNCILS

Equipment Chart



CIVILIAN PROTECTION ORGANIZATION FOR A MUNICIPALITY



Schools and Training

The method of training adopted by the OCD on a national scale consists in organizing in critical points existing governmental facilities such as at Edgewood Arsenal. To these are invited, at the communities expense, local technicians in fire fighting and prevention, police, sanitation health, etc. Intensive courses are given to these "professionals" in the application of their respective services to civilian defense emergency needs the organization of volunteer auxiliaries to supplement the work of their professional departments, and methods of training the volunteers. Graduates of the national schools for professionals report to their respective organizations for duty as instructors of local volunteer groups State and local defense councils in collaboration with local fire, police sanitation, etc., authorities provide local "school" facilities, training schedules etc

National Training Schools are as follows

Edgewood Arsenal, Maryland
Civilian Defense Training School, New Orleans La
Civilian Defense Training School, San Francisco, Calif
Civilian Defense Training School (Middle West).

Sample Certificate of Training

Certificate of Instruction

This is to certify that

_____

has satisfactorily completed the Required Courses of Training and demonstrated the necessary knowledge and ability to carry out the duties thereof and is entitled to wear the Official Emblem of the Citizens Defense Corps and the insignia designating him

Auxiliary Fireman

of the _____ _____

Civilian Protection Council

_____ _____

Attest

Periodical Combined-Group Practice

Following is a schedule of *combined-group* practice recommended for the average community:

	Hours	*Periods*
Staff Corps Air Raid Wardens Fire Watchers Auxiliary Firemen Messengers	3	1 every 2 months
Staff Corps Auxiliary Police Drivers Corps Emergency Food and Housing	3	1 every 2 months.
Staff Corps Nurses Aides Medical Corps Rescue Squads Messengers	3	1 every 2 months.
Staff Corps Air Raid Wardens Bomb Squad Rescue Squads Demolition and Clearance Crews	3	1 every 2 months.
Staff Corps Demolition and Clearance Crews Road Repair Crews Decontamination Squads	4	1 every 4 months.
All groups together		

Physical Requirements

It is considered unnecessary to prescribe complete specifications for the various protection groups State and local civilian defense organizations through their own medical divisions should set up minimum physical standards and provide means for physical examinations of volunteers for duties requiring them.

Physical requirements vary widely according to local conditions, organization, and the divers protection tasks It is said that even some of the blind are active in limited tasks in England during blackouts because of their acute senses of direction, hearing etc.

Most normal people between the ages of sixteen and sixty are physically capable and can learn the duties of some one of the protection tasks Care should be taken by those responsible for assigning tasks to avoid assignments to persons emotionally unstable and to the extreme 'official' types

Volunteer Organizations

It is the policy of the Office of Civilian Defense that organizations may volunteer for service as units in their communities; however, there are certain limitations which are necessary to secure unified command and efficient operation.

Once the units have volunteered, the individual members thereof are subject to the command, control, and administration of the Commander of the Citizens' Defense Corps, his staff and his chiefs of services while actually on duty. Officers of units will hold command in the Citizens' Defense Corps only when their appointments have been confirmed by the Coordinator of Defense for the city or locality, and will hold office under the same conditions as any other unit leader or commander.

Members of units which volunteer may wear their own organization uniforms if they desire, however, they may not receive or wear federal insignia (arm bands, etc.) except upon the completion of individual training in approved courses, upon the same terms as any other volunteer.

In times other than times of emergency, it is a matter for decision of local authority whether command and administration shall be exercised by the officers of the unit or by the civilian defense authorities of the city.

No organization shall be given exclusive right or franchise for any service, nor shall membership in any other organization be a condition of membership in the U. S. Citizens' Defense Corps.

Individual members of any organization serving with the U. S. Citizens' Defense Corps may, in the event of emergency, be reassigned, transferred or relieved, according to the decision of the Commander, Citizens' Defense Corps, and at any time they are subject to removal for cause, for incompetence, and for inefficiency, upon the same terms as any other volunteer.

It is the policy of the Office of Civilian Defense to welcome volunteer services which are equipped and organized so long as those services make a contribution to the Civilian Defense effort. It is not a policy of the Office of Civilian Defense to allow any organization to use the civilian defense effort for the upbuilding of its own prestige, membership, or authority.

Nothing in the above changes or alters the relationship of the American Red Cross to the Office of Civilian Defense as defined in the statement of policy published September 4, 1941, jointly by the two organizations, and as amplified in the further joint statement of policy developed by the U. S. Office of Civilian Defense, the Office of Defense Health and Welfare, and the American Red Cross, released to the press December 28, 1941.

All insignia are patented by the Office of Civilian Defense. No persons or companies are permitted to fabricate, sell or use any insignia without license therefor from this office. Names of licensed manufacturers are being supplied to civilian defense workers' groups and councils.

State designations, initials, or abbreviations if desired, may be added to all insignia on arm bands, sleeve insignia, collar and cap ornaments, civilian-dress lapel buttons or flags (except basic "CD") on same basis as on State "Staff" insignia. Such designations are not required except as "Staff" insignia. States adopting such designations will arrange for them direct with the Licensed Insignia manufacturers. Listed prices at which these manufacturers are licensed to sell do not include any State designations except on State and Local Staff ornaments.